

# **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Russell Muniz/797-1011 by Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** N/A

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE TOWN AND ARCHIVESONE FOR OFF-SITE RECORD STORAGE SERVICES.

**REPORT IN BRIEF:** The Town Council awarded a contract to ArchivesOne (formerly Secure Data Storage) for off-site record storage services by Resolution R-2003-86. The contract covers the monthly storage of off-site records plus the retrieval of any requested archived records. The initial contract period was three (3) years with options to extend the contract for three (3) additional one (1) year terms. The current contract period is scheduled to expire on April 2, 2006. The initial contract price remains unchanged and the Town Clerk's Office has been very satisfied with the service provided by ArchivesOne. The Town Clerk's Office and the vendor wish to exercise the option to extend the contract for the first one (1) year term. If approved, the extension would cover the period of April 3, 2006 through April 2, 2007.

**PREVIOUS ACTIONS:** R-2003-86

**CONCURRENCES:** The Town Clerk's Office and the vendor wish to extend the contract.

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: \$5,600/yr.

Account Name: Town Clerk's Office-Contractual Services Account

Additional Comments: The \$5,600 referenced above covers the monthly storage cost. All requests for retrieval of records is charged to the requesting department.

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):**

Town Clerk's Office memo dated January 10, 2006

Letter from vendor dated January 6, 2006

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE TOWN AND ARCHIVESONE FOR OFF-SITE RECORD STORAGE SERVICES.

WHEREAS, the Town awarded a contract for off-site record storage services by Resolution R-2003-86; and

WHEREAS, the contract is scheduled to expire on April 2, 2006; and

WHEREAS, the terms and conditions of the contract allow for three (3) additional one (1) year extensions by mutual agreement of the parties; and

WHEREAS, the Town and the contractor desire to extend the contract for the first one (1) year term.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council approves the first one (1) year extension of the contract with ArchivesOne for off-site record storage services covering the period of April 3, 2006 through April 2, 2007.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

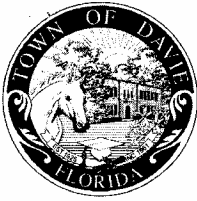
PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006



OFFICE OF THE TOWN CLERK  
6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1023 • FAX: 954.797.1087 • WWW.DAVIE-FL.GOV

## Memorandum

TO: Herb Hyman, Procurement Manager  
FROM: Barbara L. McDaniel, MMC, Assistant Town Clerk *BM*  
THROUGH: Russell C. Muniz, CMC, Town Clerk *RM*  
SUBJECT: Extension of Off-Site Storage of Records  
DATE: January 10, 2006

The bid for off-site storage of records was approved by Council on April 2, 2003. Archives One (previously known as Secure Data Storage) has agreed to extend the current contract. This office has received good service from the vendor and it is our opinion that there would be no benefit to competitively rebid this service due to the amount work and training involved with transferring all records to another vendor.

The current contract provides for three (3) additional one (1) year extensions and this is the first request for a one year extension.

This Office recommends that the contract be extended for an additional year as per the original contract.



**ArchivesONE™**

Premium Records Management Services

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January 6, 2006

Mr. Russell Muniz  
Town of Davie  
6591 Orange Drive  
Davie Florida, 33314-3399

Dear Muniz:

Please let this letter serve as formal notice of our intent to renew the current contract for off site storage for the Town of Davie.

Please contact me at 203-759-0200 x124 if you have any questions concerning this matter. I look forward to any comments or questions you may have.

Sincerely,

Janina Poremba  
Contract Administrator

Cc Kim Prenter, Customer Center Leader, SE Florida  
John D'Elia, Senior VP of Sales and Marketing

RCVD JAN 9:06